



"Keeping Our Community Strong"

501 Euclid Ave
Helena, MT 59601

Phone: 406-442-9244
Fax: 406-449-5797
Email: vsandoval@helenaindianalliance.com

Applicants name: _____

Applicants address: _____

Contact Phone: _____

Contact Email: _____

Description/Purpose of single-use or recurring event :

Date(s), days and times of recurring event (ex. Every Wednesday at 7:00 pm)

Please Check Item(s)	Qty/Per Day	Total
<input type="checkbox"/> Security Deposit**	\$100 _____	_____
<input type="checkbox"/> Gymnasium/Kitchen:	\$75 _____	_____
<input type="checkbox"/> Board Room:	\$45 _____	_____
<input type="checkbox"/> Large Classroom	\$50 _____	_____
<input type="checkbox"/> Small Classroom	\$45 _____	_____
<input type="checkbox"/> Audio Equipment	\$25 _____	_____
<input type="checkbox"/> Projector:	\$50 _____	_____
<input type="checkbox"/> IT Staff/Assistance:	\$75 _____	_____
	Grand Total	_____

Fees are for HIA custodial/staff time

Rental Agreement:

Portions, or all, of the **Security deposit will be forfeited if damage, extra maintenance, or extraordinary cleanup occurs. For damaged equipment, graffiti, plumbing damage in restrooms beyond the value of the security deposit will result in additional charges for the value of items. Helena Indian Alliance will determine these fees. If there are no issues, then the Security Deposit will be refunded approximately two weeks after the event.

Applicant Signature: _____

Date: _____

Authorizing Signature: _____

Date: _____

****Please give Applicant a Copy of Signed Agreement****



Helena Indian Alliance / Leo Pocha Memorial Clinic
501 Euclid Avenue, Helena, MT 59601 ♦ 406-442-9244 ♦ fax 406-449-5797

Facility Policy and Usage Guidelines:

- The HIA Board of Directors retains the right to deny use of HIA property if the nature of the event is inconsistent with HIA mission.
- Events that are in violation of the fire code will be required to reduce the number of guests or otherwise be subjected to closure.
- During regular hours, HIA will not be closed to the public for a private function.
- If a scheduling conflict occurs, HIA supersedes the use of the gymnasium. Every 2nd Wednesday of the month the gym is occupied for the Big Sky community meetings.
- Hosts and their guests assume all responsibility for their automobiles and for any personal property either checked or left in the building. HIA cannot be responsible for goods left before, during or after an event.
- Smoking is strictly prohibited on HIA premises.
- HIA forbids the use and presence of alcoholic beverages in any form in its facilities or property.
- Any art objects may not be removed for any event.
- The host is responsible for the conduct of invited guests while they are on HIA premises.
- The host is responsible for all rental spaces being left in a clean and orderly condition. All equipment must be removed immediately following the event.
- The host is responsible for securing the building if events are after hours or on the weekends. If there happens to be another person or group in the building please communicate that you are leaving and locking all doors. Do not assume that others in the building will lock-up.